



ARKANSAS DEPARTMENT OF EDUCATION

Four Capitol Mall
Room 106A
Little Rock, Arkansas 72201-1019
501-682-2744

POSITION VACANCY ANNOUNCEMENT

August 31, 2016

Closing Date: September 7, 2016

(Position will close after five working days from date of listing or until filled.
Application review will begin on September 8, 2016).

Title: PUBLIC SCHOOL PROGRAM ADVISOR

Position Number: 2208-2878

Grade: C122

Educator Preparation

DUTIES:

This position will be responsible for development, maintenance and implementation of educator competencies for educator preparation programs; responsible for Council for Accreditation of Educator Preparation (CAEP) accreditation processes and state approval of programs of study leading to educator licensure and endorsement in Arkansas.

SPECIAL REQUIREMENTS:

A current Arkansas educator's license; or hold an expired standard Arkansas educator's license; or a standard out-of-state license and is eligible for a one-year provisional license and a standard license in Arkansas is preferred; a minimum of a master's degree in educational administration or a related field and higher education experience preferred.

SPECIAL APPLICATION INFORMATION:

Only completed application with work history will be accepted. The work history section of the application must be completed. We do not accept resumes in lieu of completing this section.

MINIMUM QUALIFICATIONS:

The formal education equivalent of a bachelor's degree in public administration, educational administration, education, or related field; plus three years of experience in education, public school administration, or related field. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

PROCEDURE FOR APPLICATION:

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 106A, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-2744. Visit our website at Arkansased.gov or www.arstatejobs.com. To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity/Affirmative Action Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.